Data Analysis & Visualization for the European/International Organizations Executive Office



Project Title	Data Analysis & Visualization for the European/International Organizations Executive Office
Project Summary	Implement process improvement techniques to analyze and streamline recurring activities. Translate analysis into data visualization that can be used by key players across the Bureau of European and Eurasian Affairs (EUR) and the Bureau of International Organization Affairs (IO).
Country	United States

Project Description

Reporting directly to a Post Management Officer, duties will include improving processes and tools for the following EUR-IO recurring activities:

- Annual Chief of Mission Statement of Assurance, the Department's tool for ensuring proper management controls world-wide
- The yearly budget allocation of the Re-Employed Annuitant (REA) program; improve the layout/design/graphics of materials
- Data placemats with critical information for each EUR and IO post for use in round table briefings with Ambassadors, Deputy Chiefs of Mission, Principal Officers, and Management Counselors
- MED Telehealth tracker to keep updated with each country's COVID-19 Posture and Requirements

Required Skills or Interests

Skill(s)

Data analysis
Data visualization
Design thinking
Graphic design
Infographic design
Software development

Additional Information

None

Language Requirements

None